

REPORT ON FIELD TRIP

TO

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I. DATE OF VISIT: 23 November through 29 November 1953

II. PURPOSE OF VISIT:

- a. Assist in the establishment of real estate accountability records prescribed by [REDACTED]
- b. Review existing and proposed real estate regulations.
- c. Survey real estate problems, methods, procedure, and organization, and render assistance whenever possible.

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III. ACCOMPLISHMENTS AND OBSERVATIONS

a. Real Estate Accountability Records:

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1. The [REDACTED] Station had prepared real estate reports required under [REDACTED] on the majority of presently occupied safehouses. Reports of office space, warehouses, and housing could not be prepared during the undersigned's visit due to the lack of central records and detailed information. Efforts are presently being made to establish complete records on all real estate occupied by the [REDACTED] Station. Suggestions were offered for the maintenance of such records relative to prescribing internal procedures and forms for use in the acquisition of quarters and safehouses and execution of acknowledgments or agreements by employees. Each sub-station under the [REDACTED] Station will report its real estate thereto for submission of the required report forms to Headquarters. Further, [REDACTED] will be considered as a sub-station of the [REDACTED] Station in submitting real estate reports to Headquarters.

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2. Preparation of the required real estate reports was discussed in detail with the individual responsible for real property. It was deemed feasible to make the following deviations from the procedure established under AFR 45-1400 for reporting the subject real estate to Headquarters:

(a) Copies of leases will not be forwarded to Headquarters with respective reports. Common practice in the area is to execute a lease in two copies only; one copy each to the Lessor and Lessee. The Lessee's copy of the lease must be retained in the Station's files for administration thereof;

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reproducing copies for submission to Headquarters would entail extra work and it is doubted that such copies would serve any useful purpose at Headquarters.

(b) After submission of initial reports to Headquarters, subsequent improvements and changes will be reported monthly by memorandum citing each property concerned. All new acquisition of real property will be reported individually on a monthly basis. Monthly reporting of changes and new acquisitions was deemed necessary in view of the insufficient staff for handling real estate matters.

3. Notwithstanding that real estate reports could not be entirely completed, the real property occupied by the [REDACTED] Station is summarized approximately as follows:

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<u>Type</u>	<u>Leased</u>	<u>Assigned</u>	<u>Annual Cost</u>
Office, (Warehouse)	[REDACTED]	1 [REDACTED] 1 [REDACTED] 5 [REDACTED]	[REDACTED]
Quarters Bathhouses	[REDACTED]	[REDACTED]	[REDACTED]
Sites Quarters	[REDACTED]	1 [REDACTED]	[REDACTED]
TOTAL	[REDACTED]	8	[REDACTED]

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No properties have been purchased. Approximate cost of improvements made to leased and assigned properties is as follows:

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b. Real Estate Regulations:

1. Existing and proposed real estate regulations concerning policies, responsibilities, authority, assignment, lease, purchase, quarters overseas and disposal were thoroughly discussed with the view toward the local application thereof. In general, the regulations are acceptable and will be most beneficial in the

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acquisition, management and disposal of real estate. However, practical application requires certain changes in the regulations as follows:

(a) Deviations from the real estate reporting procedure as stated in Paragraph a. above.

(b) Eliminate the procedure of requiring each assignment of property from [REDACTED] to be in writing.

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(c) Allow discretion to the Chief of Station in disposing of assigned properties without prior approval from Headquarters.

c. Problems, Methods, Procedures, and Organization:

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1. All real estate matters at the [REDACTED] Station are handled primarily by the Services Officer in conjunction with his other duties. The work load in the acquisition, management and disposal of real estate in the [REDACTED] Station is too heavy for the Services Officer to maintain good real property administration as evidenced by the lack of records and the control and policies adhered to in the acquisition of quarters and safehouses. Further, the future work load in real estate will be increased principally as a result of rumors re increase of [REDACTED] activities in the area and abolishment of the Housing Board, Joint Administrative Staff, which controlled the housing of [REDACTED] employees in the area. In view of the situation, it is recommended that the Services Officer's Staff be increased by at least one individual to assist in the acquisition, management, and disposal of real estate.

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2. Housing in [REDACTED] is available and concurrent travel of dependents permitted. Generally, each [REDACTED] employee is authorized quarters allowances and has the responsibility for locating and leasing his quarters. In the past, the Housing Board of the Joint Administrative Staff, which is an [REDACTED] Organization for providing services to [REDACTED] activities in the [REDACTED], maintained control over rentals to be paid, adequacy and sanitation of houses, prescribed leasing terms, conditions, and forms of leases, and rendered assistance in the execution thereof. This Housing Board was recently abolished due to lack of [REDACTED]'s funds with results that rentals have increased and Lessors are making more demands within their favor.

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3. The [redacted] Station has initially implemented [redacted] in providing quarters to its employees in lieu of quarters allowances. For security reasons and lack of an adequate real estate staff, each employee is required to locate and lease quarters in his own name. Internal policy has been established to allow cost (rent, utilities, maintenance, etc.) of such quarters only to the limits of the individual respective quarters allowances, with exception of one case. Results of such policy is that approximately 10% of the employees are presently incurring out-of-pocket expenses for quarters. Further, newly arrivals in the area are experiencing difficulty in locating quarters within the limits of quarters allowances due to the increase in rent and other respective costs. It is apparent that this situation will be intensified in the future. Inspection of a number of the presently leased quarters and general survey of houses available for leasing disclosed some to be modest and comfortable. In view thereof, the situation of employees incurring out-of-pocket expenses for adequate and modest quarters was thoroughly discussed with the Chief of Administration, Finance and Services Officers, respective of the basic policies and standards of [redacted] to the effect that KIBAN employees will be provided quarters in lieu of quarters allowances; such quarters will be decent, comfortable and in line with quarters of other [redacted] employees in the area; standardized quarters allowances to be used as a guide for payment of cost of such quarters. The result of such discussion was that the [redacted] Station will give due consideration to all cases of out-of-pocket expenses for quarters in keeping with the general intent of [redacted]. It is recognized that such considerations will place greater responsibilities upon the present Administrative Staff which is insufficient, respective of handling real estate, however, it is believed that the situation can be somewhat resolved by establishment of a housing board (consisting of the Chief of Administration, Finance and Services Officers) to make the determination that quarters leased by employees are modest and comfortable in accordance with the principles of [redacted].

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4. It was noted that the [redacted] Station has not provided the quarters with basic furniture, furnishings, and household equipment in accordance with [redacted]. Further, the [redacted] Station is reluctant to implement the furnishing of quarters on the contentions of insufficient staff to administer such a program and the prevailing practice of other [redacted] employees shipping their furniture and household furnishings to the area.

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Insufficient staff to administer a furnishing program is recognized as stated hereinbefore, however, the security factors in the prevailing practice of shipping personal furniture and furnishings to the area is no greater than involved in providing quarters in lieu of quarters allowances. It is recommended that a thorough study be made on this matter and forwarded to Headquarters for review and action deemed necessary.

3. Relative to safehouses at the [REDACTED] Station, efforts are being made to reduce the number presently occupied. It was noted that in some instances, safehouses have been leased in the names of fictitious persons. Such method should be given very careful consideration and only resorted to as the last method of acquisition inasmuch as defense of interest in any dispute with the Lessor is untenable. Accordingly, it is recommended that the present safehouses leased under fictitious names be terminated or transfer the leases to names of bona fide employees as soon as possible; the latter is particularly pertinent to the leased [REDACTED] on which improvements have been made at a cost of approximately [REDACTED]

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IV. CONCLUSION

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1. The [REDACTED] Station does not have sufficient real estate staff to cope with increasing real estate problems.

2. Housing is available and necessary action is being taken to ensure that employees will not unduly incur out-of-pocket expenses for quarters. The matter of furnishing such quarters should be given further consideration.

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3. The undersigned's visit has promoted a better understanding of real estate problems between Headquarters and the [REDACTED]

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